

CDBG PROGRAM OVERVIEW

INTRODUCTION

This packet is prepared for the Borough of Chambersburg's **2023 Community Development Block Grant (CDBG)** allocation. The Borough of Chambersburg is a Federal Entitlement Community under the Community Development Block Grant Program. The Borough of Chambersburg estimates that it will receive \$287,996 in FY 2023 CDBG Entitlement funds.

SCHEDULE

- **First Public Hearing** – Tuesday, March 14, 2023 at 2:00 p.m.

A meeting will be held at the Borough of Chambersburg's Borough Council Hall to discuss the 2023 CDBG application requirements, community development issues, and the Community Development Plan. Application packets will be available at the meeting or at the second floor reception desk.

- **CDBG Funding Applications are due to the Borough** – Thursday, March 23, 2023

One copy of the application containing all required information and forms must be submitted to the Borough of Chambersburg by Thursday, March 23, 2023, at 4:00 p.m.

By hand delivery or mail: Second Floor, 100 South Second Street, Chambersburg, PA 17201
By email: gshaul@chambersburgpa.gov

- **Borough Staff and Town Council CDBG Committee develops the budget** – Week of March 27, 2023.

The Borough of Chambersburg staff and Town Council CDBG Criteria/Ranking Committee will develop a budget for the FY 2023 CDBG program.

- **FY 2023 Annual Action Plan goes on Display** – Thursday, April 6, 2023

A draft of the FY 2023 Annual Action Plan will go on display on Thursday, April 6, 2023. Copies will be available for the public to view at the following locations:

- **Borough of Chambersburg, Land Use and Community Development Department**
100 South 2nd Street
Chambersburg, PA 17201
- **Coyle Free Library**
102 North Main Street
Chambersburg, PA 17201

- **Borough of Chambersburg Recreation Center**
235 South Third Street
Chambersburg PA, 17201
- **The Borough of Chambersburg website:**
www.chambersburgpa.gov
- **Second Public Hearing** – Thursday, May 4, 2023 at 2:00 p.m.

The Borough will hold a Second Public Hearing at the Borough of Chambersburg’s Council Hall after the draft FY 2023 Annual Action Plan is on public display. This hearing will give residents and stakeholders an opportunity to comment on the draft plan.

- **End of FY 2023 Annual Action Plan on Display** – Friday, May 5, 2023

On Friday, May 5, 2023, the draft FY 2023 Annual Action Plan will go off public display.

- **Town Council Adoption of the FY 2023 Annual Action Plan** – Monday, May 8, 2023

At the regularly scheduled Town Council meeting on Monday, May 8, 2023, Town Council will vote to adopt the FY 2023 Annual Action Plan.

- **Plans submitted electronically to HUD Philadelphia Office** – Monday, May 15, 2023

The Borough of Chambersburg will electronically submit the FY 2023 Annual Action Plan to HUD no later than Monday, May 15, 2023.

- **Program Year Begins** – July 1, 2023

NOTE: This schedule is subject to change and is contingent upon the Borough of Chambersburg’s receipt of the United State Department of Housing and Urban Development notification of the actual FY 2023 CDBG allocations.

APPLICATION GUIDELINES

CDBG NATIONAL OBJECTIVES

Elimination of Slum or Blight:

The area must be designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or Local law. The activity must address one or more of the conditions which contributed to the deterioration of the area.

Urgent Needs:

To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions, which the grantee certifies:

1. Pose a serious and immediate threat to the health or welfare of the community;
2. Are of recent origin or recently became urgent;
3. The grantee is unable to finance on its own; and
4. Other resources of funds are not available.

Benefit to Low and Moderate-Income Residents:

A low and moderate (L/M) income person is defined as a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program lower income limits established by HUD (See attached HUD Income Limits).

Activities considered to benefit low and moderate (L/M) income persons are divided into four categories:

1. Area benefit activities;
2. Limited clientele activities;
3. Housing activities; and
4. Job creation or retention activities.

BOROUGH OF CHAMBERSBURG FY 2020-2024 CDBG GOALS AND OBJECTIVES

The following goals and objectives have been identified for the Borough of Chambersburg through its FY 2020-2024 Consolidated Plan.

Housing Priority - (High Priority)

There is a need to improve the quality of the housing stock in the Borough and to increase the supply of affordable, decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers.

Goals/Strategies:

- **HS-1 Housing Rehabilitation** - Continue to rehabilitate the existing owner and renter occupied housing stock in the Borough, including handicap accessibility modifications.
- **HS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the Borough through new construction and rehabilitation of vacant units.
- **HS-3 Fair Housing** - Affirmatively further fair housing by promoting fair housing choice through monitoring, education, and outreach.

- **HS-4 Homeownership** - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.

Homeless Priority - (Low Priority)

There is a need for housing and services for homeless persons and persons at-risk of becoming homeless.

Goals/Strategies:

- **HO-1 Operation/Support** - Assist providers in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.
- **HO-2 Housing** - Support the efforts of local agencies to provide emergency shelter, transitional housing, and permanent supportive housing through new construction and rehabilitation.

Other Special Needs Priority - (Low Priority)

There is a need for housing, services, and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with special needs.

Goals/Strategies:

- **SN-1 Housing** - Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs through rehabilitation, new construction, and making reasonable accommodations to existing housing.
- **SN-2 Social Services** - Support social service programs and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

Community Development Priority - (High Priority)

There is a need to improve the public and community facilities, infrastructure, public services, code enforcement, public safety, clearance, and the quality of life in the Borough of Chambersburg.

Goals/Strategies:

- **CD-1 Community Facilities** - Improve the Borough's parks, recreational centers, trails, bikeways, and public and community facilities through rehabilitation, new construction and handicap accessibility improvements.
- **CD-2 Infrastructure** - Improve the Borough's infrastructure through rehabilitation, reconstruction, and new construction of streets, walks, curbs, ADA ramps, sewer, water, storm water management, bridges, green infrastructure, etc.
- **CD-3 Public Services** - Improve and increase programs for the youth, the elderly, the disabled, and social/welfare programs for Borough residents.
- **CD-4 Code Enforcement** - Undertake code enforcement activities to maintain the existing housing stock in the Borough.
- **CD-5 Public Safety** - Improve the public safety facilities, purchase of new equipment, crime prevention, community policing, and ability to respond to emergency situations.
- **CD-6 Clearance** - Remove and eliminate slum and blighting conditions through demolition of vacant and abandoned, dilapidated structures throughout the Borough.

Economic Development Priority - (Low Priority)

There is a need to increase employment, self-sufficiency, education, job training, technical assistance, and economic empowerment of the residents of the Borough of Chambersburg.

Goals/Strategies:

- **ED-1 Employment** - Support and encourage new job creation, job retention, employment, and job training services.
- **ED-2 Financial Assistance** - Support business and commercial growth with low interest loans and incentives for rehabilitation and new construction to assist in their expansion and new development.
- **ED-3 Redevelopment Program** - Plan and promote the development and redevelopment of vacant commercial and industrial sites and facilities.

Administration, Planning, and Management Priority - (High Priority)

There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.

Goals/Strategies:

- **AM-1 Overall Coordination** - Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations.

ELIGIBLE ACTIVITIES

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services, within certain limits;
- Activities relating to energy conservation and renewable energy resources; and
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

INELIGIBLE ACTIVITIES

Generally, the following types of activities are ineligible:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments; and
- Construction of new housing by units of general local government.

While comprehensive, the above list is not all-inclusive. Please see 24 CFR 570.200 through 570.209 for more information about eligible and ineligible activities please contact Guy Shaul, Community and Economic Development Specialist at 717-251-2446 or gshaul@chambersburgpa.gov.

PROGRAM REQUIREMENTS

All Community Development Block Grant Subrecipients are required to adhere to certain Federal requirements. Some of the key requirements are outlined below. This serves only to familiarize you with the procedures, rules and regulations. Greater detail and training on compliance with HUD requirements will be provided to those agencies that are awarded CDBG funds and therefore may choose to enter into a Subrecipient Agreement with the Office of Community and Economic Development, acting on behalf of the Borough of Chambersburg, as a means of accepting the grant funds.

- The Borough of Chambersburg Office of Community and Economic Development is required to execute a Subrecipient Agreement with the funded organization. The agreement details the responsibilities, requirements, scope of service, and budget for the CDBG-funded program.
- Community Development Block Grant (CDBG) programs are administered on a reimbursable basis. The agency must expend the funds prior to requesting payment from the Office of Community and Economic Development.
- Subrecipient agencies are required to adhere to 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS regarding grant administration, auditing, and cost principles, respectively.
- Agencies must keep client files for those they serve within CDBG funded programs. The client files must contain basic information that will include income verification and documentation, family size, address or location, race and ethnicity of persons served, age, verification of resources, etc.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) should be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must contact the Community Development Specialist immediately, as only those contracts that have been procured and carried out under the Community Development Specialist's supervision shall be reimbursed.
- The Borough of Chambersburg Office of Community and Economic Development provides technical assistance training on various topics to all Subrecipients throughout the program year. Technical Assistance sessions may be mandatory.
- The Borough of Chambersburg Office of Community and Economic Development is also required to monitor all Subrecipients at least once a year. Borough monitoring includes, but not limited to, review of Semi-Annual Performance Reports, review of draw down requests, supervision of all activities related to job specification, bid process, contractor selection and performance, construction site inspections, ongoing informal communication with the Subrecipient, and an annual on-site monitoring visit.
- For purposes of determining income eligibility, HUD's annual income limits are used. These are typically updated in February.

APPLICATION INFORMATION

Information must be accurate and concise since it will serve as the basis for evaluating your project with respect to other applicants. One (1) original and two (2) copies are required. Please use the forms included with this application packet. We will contact you if more information is needed.

APPLICATION DEADLINE

The deadline for **2023** applications will be **Monday, March 21, 2023**. All applications must be received by 4:00 p.m. on **Monday, March 21, 2023**, to be considered. If you plan to submit an application, please call Guy Shaul, Community and Economic Development Specialist at 717-251-2446. Applications may be submitted by hand delivery, mail or e-mail.

By hand delivery or mail: 2nd Floor, 100 South Second Street, Chambersburg, PA 17201
By email: gshaul@chambersburgpa.gov

WHO TO CALL FOR HELP

Assistance with any portion of the application process can be obtained free of charge by contacting Guy Shaul, Community and Economic Development Specialist at 717-251-2446 or gshaul@chambersburgpa.gov.



FY 2023 CDBG PROGRAM PUBLIC FACILITY AND “OTHER” PROJECTS

APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible CDBG Activity:		
3.	Eligible National Objective:		
4.	Consolidated Plan Goal:		<input type="checkbox"/> None Apply
5.	Name of Agency or Non-Profit:		
6.	Contact Person for Project:		
7.	Title:	8.	Telephone:
			Fax:
9.	Address:		
	Email Address (Mandatory):		
10.	Federal Tax ID No.:	11.	DUNS No.:
12.	Amount of CDBG funds requested: \$		
13.	Funds committed to project from other sources: \$		
14.	Total project cost (Line 12 + Line 13): \$		
15	If making multiple submissions, please prioritize this project/application: _____		

Please provide a brief description of the project. A full project description must be provided on page 2.

PROJECT DESCRIPTION

Describe the proposed project. The narrative should include: 1) the need or problem to be addressed and why the need is a local priority, 2) the population to be served or the area to benefit, 3) the work to be performed, including the activities to be undertaken or the services to be provided, 4) specific goals and objectives for the project (e.g. 10 to 15 curb cuts will be constructed), 5) if the project addresses State or federal mandates; and 6) the implementation schedule. Pictures of project area reflecting need / impact are recommended. **Attach additional sheets, if necessary.**

If the project involves acquisition, rehabilitation and/or demolition of a building, please provide photographs of the building and adjacent buildings / structures in an electronic format. Check here if the structure is historic ☐
Year constructed _____

LINE-ITEM BUDGET FORM – PUBLIC SERVICE PROJECTS

Name of Applicant:

Project Name:

Instructions: Please use the following format to present your proposed line-item budget. In Column A, list all expense categories associated with the CDBG-funded project. In Column B, provide the amount associated with the expense category. In Column C, provide the amount of match associated with the expense category. In Column D, name the source of the match dollars. In Column E, tally the amount of dollars associated with each expense category. Be sure to tally the column totals. Record-keeping responsibilities and other supportive services should also be taken into consideration when calculating match. Further detail should be provided within the Budget Narrative. A/E cost estimates can be submitted in addition to, but not in lieu of, completing the budget form.

[illegible]

PUBLIC FACILITIES AND “OTHER” PROJECTS

BUDGET NARRATIVE

Describe the specific costs included within the categorical costs. Provide an explanation on how costs were calculated including the value of volunteer services and donated resources associated with the CDBG-funded project. Please differentiate between soft and hard match dollars. Architectural and engineering cost estimates should be submitted, if available.

EXHIBIT A – NON-PROFIT CERTIFICATION

I, _____, hereby certify that all parts of this application and all required attached documents are accurate to the best of my knowledge. I am also certifying that:

- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- If selected to receive Community Development Block Grant (CDBG) funding, the project will be operated in accordance with all applicable laws and regulations, including the CDBG Entitlement Grant Regulations at 24 CFR Part 570, Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.
- I am authorized by the non-profit organization identified within to submit this application.
- Reimbursement of Funds – The applicant agrees to reimburse the Borough of Chambersburg for any expenditures paid to the applicant that are found to be ineligible under the CDBG program guidelines.
- Allocations – The applicant agrees that all projections of funds assume the continuation of the Federal CDBG Program and that the Borough is not responsible for costs incurred should the program be discontinued.

Name

Date

Title

Signature

**Returning the CDBG application to the Borough of Chambersburg
Land Use and Community Development Department
2nd Floor, 100 South Second Street, Chambersburg, PA 17201
Please include the original signed version of this document.**

EXHIBIT B - FAIR HOUSING STATEMENT

By signing this page, you attest that your organization has agreed to adhere to the regulations set forth by the Fair Housing Act:

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Signature:

Authorized Signature

Date



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APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible CDBG Activity:		
3.	Eligible National Objective:		
4.	Consolidated Plan Goal:		<input type="checkbox"/> None Apply
5.	Name of Non-profit Agency:		
6.	Contact Person for Project:		
7.	Title:	8.	Telephone:
			Fax:
9.	Address:		
	Email Address (Mandatory):		
10.	Federal Tax ID No.:	11.	DUNS No.:
12.	Amount of CDBG funds requested: \$		
13.	Funds committed to project from other sources: \$		
14.	Total project cost (Line 12 + Line 13): \$		
15.	If making multiple submissions, please prioritize this project/application, as compared to others: _____		

Please provide a brief description of the project. A full project description must be provided on page 2.

PROJECT DESCRIPTION

Describe the proposed project. The narrative should include: 1) the need or problem to be addressed and why the need is a local priority, 2) the population to be served or the area to benefit, 3) the work to be performed, including the activities to be undertaken or the services to be provided, 4) specific goals and objectives for the project, 5) if the project addresses State or federal mandates; and 6) the implementation schedule. Pictures of project area reflecting need / impact are recommended. **Attach additional sheets, if necessary.**

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[illegible]

PUBLIC SERVICES – BUDGET NARRATIVE

Provide an explanation of how the estimated cost of each category was calculated, including breakdowns of individual salaries, volunteer time values, and donated services/resources associated with the CDBG-funded project. Please take into consideration recordkeeping responsibilities and other supportive services when creating the project budget. Please address whether or not the matching dollars are secured at time of CDBG application submittal.

NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION

Project Administration

- Describe the staff, volunteers, consultants, or board members who will be directly associated with this project and their responsibilities.
- Describe overall program delivery strategy.
- Attach additional pages, as necessary.

Monitoring Goals & Objectives

- Briefly describe your definition of a successful program.
- Provide a list of goals and objectives, along with how achievement of goals and objectives will be monitored both during the activity and post-activity.
- Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives.
- Name who will be responsible for monitoring progress.
- Provide a timeline for data collection and assessment of success.
- Attach additional pages, as necessary.

NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION

CONTINUED

Financial Capacity

- Describe the agency's current operating budget, itemizing revenues and expenses.
- Identify commitments for ongoing funding.
- Identify any fund reserve, the purpose for the reserve and the reason for the level of the reserve.
- Address any findings found in previous year's audit and describe if those findings could impact the administration of the CDBG-funded project.
- Address the level of government funding provided to the agency and to the CDBG-funded project itself, and why private or other dollars are not available / attributable to the project.
- Please be sure to submit a copy of the most recent financial audit and IRS form 990 with your application.

EXHIBIT A - NON-PROFIT CERTIFICATION

I, _____, hereby certify that all parts of this application and all required attached documents are accurate to the best of my knowledge. I am also certifying that:

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Name

Date

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Signature:

Authorized Signature

Date



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